



ShipShape Program Participant Study Guide



NAVY AND MARINE CORPS PUBLIC HEALTH CENTER
PREVENTION AND PROTECTION START HERE





ShipShape Program

The ShipShape Program is the official Navy weight management program that assists active duty and reserve military service members, beneficiaries, and government civilians with making healthy behavior changes to reach their weight management goals.



GET READY. GET FIT. GET HEALTHY.

TABLE OF CONTENTS

Introduction.....	1	Session Snapshot Guidance.....	8
ShipShape Program Participant Study Guide Overview.....	3	Steps to Success	9
ShipShape Program Fact Sheet Overview	3	Fueling Your Body and Brain.....	10
ShipShape Program Passport Overview.....	3	Weight Loss Tracking and Trends.....	11
ShipShape Program Passport Guidance	3	Power Up! Physical Activity.....	12
Participation Guidance.....	4	Psychology of Weight Management.....	13
Online Sessions.....	4	Creating Supportive Environments	14
In-Person Group Sessions	4	Stress Management and Relaxation.....	15
Program Guidance	5	Preparing for the Future	16
Initial Contact	5	Post-Session Follow-Up Overview.....	17
Introductory Online Session	5	Post-Session Follow-Up Guidance	17
First In-Person Group Session	6	Post-Program Follow-Up Overview.....	18
Middle In-Person Group Sessions.....	6	Post-Program Follow-Up Guidance	18
Last In-Person Group Session.....	6	One/Two Weeks.....	19
Concluding Online Session.....	6	One Month.....	20
Presentation Overview.....	7	Two Months	21
Timeline.....	7	Three Months	22
Icons	7	Four Months.....	23
Session Snapshot Overview.....	8	Five Months	24
Objective.....	8	Six Months	25
In-Class Handouts	8	Notes.....	26
Additional Resources	8	Success is Your Reality	29
Take Home Action Plan.....	8		
Post-Session Follow-Up	8		



INTRODUCTION

Congratulations on your decision to become a ShipShape Program participant! The ShipShape Program is the official Navy weight management program that assists active duty and reserve military service members, beneficiaries, and government civilians with making healthy behavior changes to reach their weight management goals. The program was developed to decrease the loss rate of service members who exceed Navy body composition assessment (BCA) standards. Per the **Navy Physical Readiness Program Nutrition Resources Guide**, active duty and reserve military service members who exceed BCA standards or experience weight cycling or unhealthy weight fluctuations between BCA cycles (even if they meet BCA standards at weigh-in) may be referred to the ShipShape Program as a weight management option. For this reason, ShipShape Program participants are typically service members who fail or are at risk of failing their BCA; however, beneficiaries and government civilians are encouraged to participate as well.

Participants can enroll in the ShipShape Program at any point while the program is being offered. The program consists of six in-person group sessions bookended by two virtual sessions.

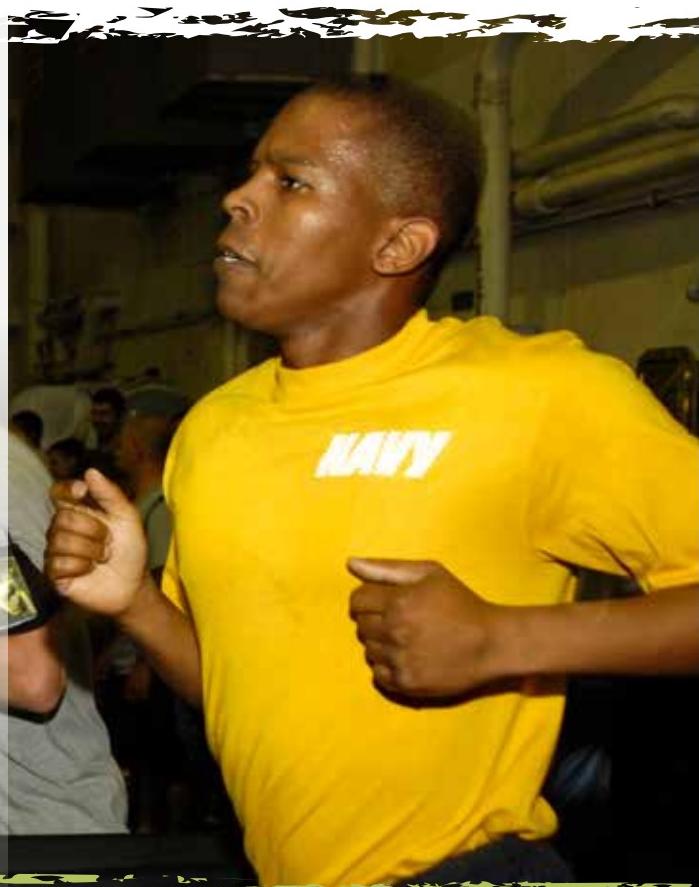
- ▶ Participants should complete the introductory online session, *Steps to Success*, prior to attending an in-person group session
- ▶ Participants can attend the six in-person group sessions in any order they choose based on availability of offerings and the participant's ability to attend
- ▶ Participants must complete the concluding online session, *Preparing for the Future*, following the six in-person group sessions



Participants have six months to complete the program from the date of their first in-person group session. Completion of all sessions is required within the six month timeframe for program completion. Should an emergency arise, participants may manage unavoidable absences with the facilitator and command on a case-by-case basis.

Session topics are as follows:

- ▶ *Steps to Success* (introductory online)
- ▶ *Fueling Your Body and Brain* (in-person group)
- ▶ *Weight Loss Tracking and Trends* (in-person group)
- ▶ *Power Up! Physical Activity* (in-person group)
- ▶ *Psychology of Weight Management* (in-person group)
- ▶ *Creating Supportive Environments* (in-person group)
- ▶ *Stress Management and Relaxation* (in-person group)
- ▶ *Preparing for the Future* (concluding online)





GET READY. GET FIT. GET HEALTHY.

Although the main content differs from session to session, each session will address the three key components of the ShipShape Program: nutrition, physical activity, and mindset.

- **Nutrition:** Eating nutrient-dense food (whole grains, lean protein, fruits, vegetables, and low-fat or fat-free dairy products) helps an individual feel full longer; reduces snacking between meals; supports maintaining overall health; and reduces the risk of certain chronic diseases such as hypertension, diabetes, and heart disease.
- **Physical Activity:** More people are successful at losing weight and keeping it off long-term when using a combination of diet and exercise than using diet or exercise alone.
- **Mindset:** Maintaining a positive state of mind and establishing a supportive environment are critical to making the lifestyle changes needed for long-term weight management.

Following each ShipShape Program session, each participant should reach to the facilitator to review that session's material and address any challenges. The post-session follow-up should occur before the participant attends their next ShipShape Program session. Once the participant completes all eight sessions, they enter the six month post-program follow-up phase. At that time, participants should periodically reach to the facilitator to monitor behavior changes and discuss their progress.

Depending on the number of facilitators that a participant may interact with during their tenure in the ShipShape Program, some locations may identify a lead facilitator to act as a single point of contact. The lead facilitator would respond to post-session and post-program follow-ups and handle any administrative tasks for the participants assigned to them.

For more information about the ShipShape Program, visit our website at www.med.navy.mil/sites/nmcphc/healthpromotion/Pages/shipshape.aspx.





SHIPSHAPE PROGRAM PARTICIPANT STUDY GUIDE OVERVIEW

The purpose of this guide is to give you an overview of the ShipShape Program and outline your responsibilities as a participant. It provides you with the tools and instructions needed to successfully complete the program including the self-guided post-session and post-program follow-up phases.

SHIPSHAPE PROGRAM FACT SHEET OVERVIEW

The **ShipShape Program Fact Sheet** provides participants with a one-page introduction to the ShipShape Program. It briefly describes the program and how it works. The fact sheet also includes the eligibility requirements for program participation.

SHIPSHAPE PROGRAM PASSPORT OVERVIEW

Participants can attend the in-person group sessions in any order they choose based on availability of offerings and their ability to attend. However, participants must complete the program within six months of the date of their first in-person group session. The ShipShape Program Passport is a tracking document that allows you and the facilitator to easily record your attendance at each session and monitor your progress toward program completion.

SHIPSHAPE PROGRAM PASSPORT GUIDANCE

Each participant should have their own ShipShape Program Passport. Below are instructions for how to use the Passport.

- Print your **ShipShape Program Passport**
- Bring your Passport with you to all in-person group sessions and have the facilitator mark the appropriate session as complete
- At your first in-person session following completion of the introductory online session:
 - The facilitator will mark both *Steps to Success* and the current session as complete
 - The facilitator will record the program start date (date of first in-person session) and the date the program must be completed by (six months from the date of the first in-person session)
 - You have the option of entering your initial weight and goal weight to help keep yourself on track
- At all subsequent in-person group sessions, the facilitator will mark that session as complete
- At your last in-person group session, you have the option of entering your final weight to measure your progress
- Regularly check your Passport and local ShipShape Program offerings to ensure that you have adequate time to attend all sessions within the six month timeframe to complete the program
- Keep your Passport in a safe place and remember to bring it with you to all in-person group sessions



GET READY. GET FIT. GET HEALTHY.

PARTICIPATION GUIDANCE

The ShipShape Program consists of a combination of online sessions and in-person group sessions. The two delivery formats require different types of participation. Below are tips on how to get the most out of each format.

Online Sessions

There are two self-paced online sessions within the ShipShape Program. These sessions utilize an audio component to enhance the learning process. Below are some general guidelines to consider when participating in an online session.

- Participate in the session at a time and location that is conducive to you
- To the extent possible, minimize distractions that could potentially disrupt the learning process before beginning the session
- Throughout each session you will be given verbal and visual prompts to complete certain activities. Before you launch each online session you will see links to the handouts required to complete these activities. Make sure you have these handouts available to you while you are taking the online session. Based on your personal preference you may either:
 - Print the document to complete it manually
 - Download the document to complete it electronically and print once complete

In-Person Group Sessions

There are six in-person group sessions within the ShipShape Program. Each in-person session is facilitated by a certified ShipShape Program Facilitator who is trained in the principles of group dynamics. The facilitator will draw on these competences to lead the group in constructive discussions and useful activities. In addition to the facilitator's leadership skills, the participants' knowledge, attitudes, and abilities also play a role in the success or failure of each session. Below are some general guidelines to consider when participating in a group session.

- Contribute to the conversation
- Partake in the group activities
- Allow others equal time to participate by not dominating discussions or activities
- Address fellow participants when speaking rather than just the facilitator
- Respect other peoples' opinions, backgrounds, and choices
- Offer support and encouragement to fellow participants
- Applaud the achievement of others
- Avoid side conversations
- Arrive on time
- Bring the appropriate handouts and your ShipShape Program Passport to each session
- Silence your cell phone
- Step outside the room if you need to take an important phone call



PROGRAM GUIDANCE

Although there are eight individual ShipShape Program sessions, it can be helpful to think of the program in phases. As a participant, you have certain responsibilities during each phase. Below are resources and reminders to assist you as you progress through the phases of the program.



Initial Contact

Individuals participate in the ShipShape Program for a variety of reasons. Regardless of your specific motivation, all participants have the same responsibilities throughout this phase of the program.

- Keep an open mind in regard to making healthy behavior changes
- If you are an active duty service member enrolled in the Fitness Enhancement Program (FEP), you must work with your Command Fitness Leader (CFL) to meet FEP requirements in addition to participating in the ShipShape Program
- Exchange contact information (phone and email) with the ShipShape Program Facilitator
- Commit to completing the introductory online session, *Steps to Success*, which can be found on the [ShipShape Program website](#)

Introductory Online Session

The introductory online session, *Steps to Success*, should be completed prior to attending an in-person group session. You have several responsibilities throughout this phase of the program.

- Complete *Steps to Success* and the associated activities
- Familiarize yourself with the ShipShape Program Participant Study Guide
- Complete the Take Home Action Plan and related assignments
 - Weight Loss Readiness Test II – Determine how your attitudes and behaviors equip you for a weight loss program
 - Set Your Weight Loss Goals – Identify realistic goals that help keep you on track with your overall weight loss plan
- Before attending your next session, reach out to the facilitator (via phone or email) to follow-up on the Take Home Action Plan, Weight Loss Readiness Test II, and the Set Your Weight Loss Goals handout



First In-Person Group Session

Participants may attend the six in-person group sessions in any order they choose based on availability of offerings and their ability to attend. Therefore, the first in-person group session may vary by participant. Regardless of the session topic, the first in-person session marks the beginning of the six month timeframe in which participants have to complete the program. You have several responsibilities throughout this phase of the program.

- Bring your Weight Loss Readiness Test II results and completed Set Your Weight Loss Goals handout (*Steps to Success* related assignments) for documentation of goals
- Bring your ShipShape Program Passport and appropriate handouts found in the Participant Study Guide
- Confirm for the facilitator that you completed the introductory online session, *Steps to Success*, and subsequent follow-up
- Have the facilitator mark both *Steps to Success* and the current session as complete on your Passport
- Provide your initial weight (required) via weigh-in or self-report
- Complete the Take Home Action Plan and related assignments (when applicable) and follow-up with the facilitator (via phone or email) before attending your next session

Middle In-Person Group Sessions

The order of topics for middle in-person group sessions may vary by participant; however, your responsibilities are the same throughout this phase of the program.

- Monitor your ShipShape Program Passport and local offerings to ensure that you are within the six month timeframe to complete the program
- Bring your ShipShape Program Passport and appropriate handouts found in the Participant Study Guide
- Have the facilitator mark the current session as complete on your Passport
- Provide your weight (optional) via weigh-in or self-report
- Complete the Take Home Action Plan and related assignments (when applicable) and follow-up with the facilitator (via phone or email) before attending your next session

Last In-Person Group Session

Although the last in-person session does not mark the end of the ShipShape Program, it does mark the end of group sessions. The topic for the last group session may vary by participant; however, your responsibilities are the same throughout this phase of the program.

- Bring your ShipShape Program Passport and appropriate handouts found in the Participant Study Guide
- Have the facilitator mark the current session as complete on your Passport
- Provide the facilitator with your final weight (required) via weigh-in or self-report
- Complete the Take Home Action Plan and related assignments (when applicable) and follow-up with the facilitator (via phone or email) before completing the concluding online session, *Preparing for the Future*
- Commit to completing the concluding online session, *Preparing for the Future*, found on the [ShipShape Program website](#)

Concluding Online Session

The concluding online session, *Preparing for the Future*, must be completed following the six in-person group sessions. You have several responsibilities throughout this phase of the program.

- Complete *Preparing for the Future* and the associated activities
- Complete a brief program evaluation as part of the *Preparing for the Future* session
- Note that a Certificate of Completion will automatically be generated once you complete the program evaluation
- Email a copy of the certificate to the facilitator to document program completion
- Print or save a copy of the certificate for your own records
- If you are an active duty service member enrolled in FEP, provide a copy of the certificate to your CFL
- Review the ShipShape Program Participant Study Guide for post-program follow-up instructions to include self-guided check-ins and a six month follow-up weight (required) via self-report
- Set alerts on your phone or electronic calendar to remind yourself to periodically follow-up with the facilitator after completing the program



PRESENTATION OVERVIEW

Each ShipShape Program session is accompanied by a PowerPoint presentation. Below is an outline of the presentations, which is similar for most sessions.

Timeline

- Weigh-in or self-reported weight (in-person sessions only)
 - Optional except for the first and last in-person group sessions
 - Participants should monitor their ShipShape Program Passports to determine when a weigh-in or self-reported weight is required
- Program reminders and purpose of current session
 - General program reminders
 - Introduction of the current session topic and its impact on weight management
- Content
 - Detailed presentation of the current session topic
 - Group discussion
 - Activities
 - Questions and answers
- Summary, program reminders, and Take Home Action Plan
 - Synopsis of current session topic
 - General program reminders
 - Explanation of the Take Home Action Plan and related assignments that participants are to complete and review with the facilitator before their next session

Icons

Icons are used throughout the presentations to spur conversation and interaction among participants. When applicable, the icons below appear in the upper right hand corner of the presentation slides.

Indicates structured group discussion



 *Indicates group activity*





GET READY. GET FIT. GET HEALTHY.

SESSION SNAPSHOT OVERVIEW

The Session Snapshots following this section, are one-page documents that provide a brief synopsis of each ShipShape Program session. Below is a general description of each section of the Session Snapshot.

Objective

The objective section establishes the intent of the session. It provides a better understanding of the topic that will be discussed during that session.

In-Class Handouts

The in-class handouts section details the specific handouts (tests, fact sheets, etc.) that are referenced during the session. All ShipShape Program sessions include required in-class handouts that highlight the topics discussed during the session.

Additional Resources

The additional resources section itemizes the optional materials for the session. While all ShipShape Program sessions include in-class handouts, only some sessions have additional resources. These materials are not required for in-class participation.

Take Home Action Plan

The Take Home Action Plan section provides participants with nutrition, physical activity, and mindset tasks or challenges in an easy to read chart. The Take Home Action Plan chart includes a status column for participants to record progress toward completing each action. Participants can then use the input in the status column to help formulate their post-session follow-ups.

Post-Session Follow-Up

The post-session follow-up section lists the items to be completed and reviewed with the facilitator before attending your next session. All post-session follow-ups include a Take Home Action Plan, while only some sessions include related assignments.

SESSION SNAPSHOT GUIDANCE

Participants should use the Session Snapshots as preview and review of session material to enhance the learning process. Below are some general guidelines for using the snapshots.

► Before each session:

- Read the objective section to familiarize yourself with the material
- Print the appropriate in-class handouts and bring the required materials with you to each session
- Review the appropriate additional resources and use your discretion when printing the optional materials

► After each session:

- Complete the Take Home Action Plan and record your progress
- Complete the related assignments (when applicable)
- Follow-up with the facilitator on the Take Home Action Plan and related assignments (when applicable) before attending your next session
- Consult the Post-Session Follow-up Guidance for more details



SESSION SNAPSHOT

STEPS TO SUCCESS

OBJECTIVE

- ▷ Self-paced online session to be completed prior to attending an in-person group session
- ▷ Learn about the ShipShape Program and how it can help you make permanent lifestyle changes
- ▷ Assess your readiness to change
- ▷ Discuss the benefits and challenges of weight loss
- ▷ Set realistic weight loss goals
- ▷ Identify methods of tracking your behavior

In-Class Handouts

- ▷ Weight Loss Readiness Test II
- ▷ Set Your Weight Loss Goals
- ▷ Credible Resource List
- ▷ Weekly Food and Activity Diary

Additional Resources

- ▷ PFA Risk Assessment

TAKE HOME ACTION PLAN



NUTRITION

- ▷ Research, choose, and complete tracker of your choice
- ▷ Assess fridge and cabinets/pantry and restock with healthier foods, including fruits, vegetables, lean meats, whole grains, and low-fat or fat-free dairy

STATUS



PHYSICAL ACTIVITY

- ▷ Establish a baseline for your workout plan
- ▷ Take into consideration frequency, intensity, time, and type
- ▷ Recommend a minimum of 150 minutes of moderate intensity
- ▷ Evaluate your workout for balance to ensure it includes elements of cardio, strength training, and flexibility



MINDSET

- ▷ What one step can you take that will make an impact on reaching your weight loss goals?

Post-Session Follow-Up

- ▷ Take Home Action Plan
- ▷ Weight Loss Readiness Test II
- ▷ Set Your Weight Loss Goals



SESSION SNAPSHOT

FUELING YOUR BODY AND BRAIN

OBJECTIVE

- ▷ One of the six in-person group sessions that may be attended in any order based on availability of offerings and your ability to attend
- ▷ Learn to fuel for weight loss while optimizing your performance and improving your health
- ▷ Determine proper portion sizes
- ▷ Identify the food groups
- ▷ Minimize empty calories
- ▷ Improve awareness of your food choices

In-Class Handouts

- ▷ Enjoy Your Food but Eat Less
- ▷ Size Up Your Serving
- ▷ Nutri-Facts: Nutrient Overview
- ▷ Nutri-Facts: Vitamins and Minerals
- ▷ ChooseMyPlate Overview

Additional Resources

- ▷ Menu Plans
- ▷ Hand Guide to Portion Control

TAKE HOME ACTION PLAN



NUTRITION

- ▷ Use the SuperTracker or other tool to start planning your meals and snacks
- ▷ Look for healthy recipes to start working into your meal plan

STATUS



PHYSICAL ACTIVITY

- ▷ 200-250 minutes of exercise a week distributed over four to six days
- ▷ If workout not balanced, add 10 minutes of cardio, strength training or flexibility, as needed



MINDSET

- ▷ Have you made healthy lifestyle changes that may impact, not only your weight loss, but your longevity and quality of life?

Post-Session Follow-Up

- ▷ Take Home Action Plan



SESSION SNAPSHOT

WEIGHT LOSS TRACKING AND TRENDS

OBJECTIVE

- ▷ One of the six in-person group sessions that may be attended in any order based on availability of offerings and your ability to attend
- ▷ Learn to use a weight loss tracker to monitor food intake and physical activity
- ▷ Address popular diets
- ▷ Discuss performance foods and energy drinks
- ▷ Examine dietary supplements
- ▷ Understand the importance of proper hydration

In-Class Handouts

- ▷ 10 Tips to Use the SuperTracker Your Way
- ▷ Weigh the Facts
- ▷ Weight Loss and Nutrition Myths
- ▷ Hydrate to be Healthy
- ▷ Dietary Supplements: Red Flags
- ▷ Dietary Supplements: Check the Label First
- ▷ How Healthy are Dietary Supplements?
- ▷ How Safe are Dietary Supplements?
- ▷ Food First. Supplement Second.

Additional Resources

- ▷ Nutri-Facts: Supplements

TAKE HOME ACTION PLAN



NUTRITION

- ▷ Use SuperTracker to track your food intake and physical activity
- ▷ Think about a time when you may have taken a dietary supplement for a nutrient and research foods that can provide the same nutrient
- ▷ For example, vitamin C is found in citrus fruits
- ▷ Visit [USDA Nutrient Database](#)

STATUS



PHYSICAL ACTIVITY

- ▷ 200-250 minutes of exercise a week distributed over four to six days
- ▷ Ensure your physical activity program is balanced (cardio, strength, or flexibility)



MINDSET

- ▷ What are your sources of motivation to adopt a healthier lifestyle?

Post-Session Follow-Up

- ▷ Take Home Action Plan



GET READY. GET FIT. GET HEALTHY.

SESSION SNAPSHOT

POWER UP! PHYSICAL ACTIVITY

OBJECTIVE

- One of the six in-person group sessions that may be attended in any order based on availability of offerings and your ability to attend
- Learn how to implement effective exercise to promote weight loss
- Examine guidelines for body fat loss
- Review components of a credible exercise program
- Discuss exercise frequency, intensity, time, and type
- Identify common exercise equipment

In-Class Handouts

- FitFacts: Diet vs. Exercise
- Exercise Programs for Active, Healthy Living
- FitFacts: Weight Loss Plateaus & Pitfalls
- Get Active to be Healthy
- Taking Action with Physical Activity

Additional Resources

- MWR Fitness Demo
- NOFFS Surface Ship Series, Level II

TAKE HOME ACTION PLAN



NUTRITION

- Identify successes in body composition (decreased weight and/or body fat)

STATUS



PHYSICAL ACTIVITY

- Evaluate your fitness plan. Is it working for you?
- Keep in mind the key components for a well-rounded program
- Ensure you are assessing the safety of the program



MINDSET

- Have you, or could you, make working out or increasing your physical activity a priority in your life?
- How have you, or could you, reevaluate your daily schedule to incorporate physical activity?

Post-Session Follow-Up

- Take Home Action Plan
- Taking Action with Physical Fitness



SESSION SNAPSHOT

PSYCHOLOGY OF WEIGHT MANAGEMENT

OBJECTIVE

- ▷ One of the six in-person group sessions that may be attended in any order based on availability of offerings and your ability to attend
- ▷ Learn specific techniques that can be used to overcome barriers to weight loss
- ▷ Identify methods for keeping a positive mindset and avoiding negative thoughts
- ▷ Examine personal triggers and cravings
- ▷ Create new habits that support a healthy lifestyle

In-Class Handouts

- ▷ Eating with Food in Mind
- ▷ Tips for Coping with Food Cravings
- ▷ Psychology of Weight Loss Worksheet
- ▷ Busting Myths about Eating and Exercise
- ▷ Just the Facts: Life Stress
- ▷ Tracker to Identify Your Food Triggers

Additional Resources

- ▷ Hunger Scale

TAKE HOME ACTION PLAN



NUTRITION

- ▷ Find a healthy alternative to one of your 'craved' foods

STATUS



PHYSICAL ACTIVITY

- ▷ Identify a quick and easy physical activity that you can do vice eating when you know you are not really hungry (e.g., go for a walk or do some air squats)



MINDSET

- ▷ Identify some of your negative behaviors and steps you can take to modify them into healthier habits

Post-Session Follow-Up

- ▷ Take Home Action Plan
- ▷ Psychology of Weight Loss
- ▷ Tracker to Identify Your Food Triggers



SESSION SNAPSHOT

CREATING SUPPORTIVE ENVIRONMENTS

OBJECTIVE

- ▶ One of the six in-person group sessions that may be attended in any order based on availability of offerings and your ability to attend
- ▶ Explore the environments that impact your food and activity choices
- ▶ Identify specific strategies to build support for your healthy lifestyle choices
- ▶ Discuss ways to set yourself up for success by planning ahead
- ▶ Learn how to maximize the supportive people in your life and minimize the non-supportive people

In-Class Handouts

- ▶ Mastering Healthy and Flavorful Cooking
- ▶ Go for Green® Guide
- ▶ Rethink Your Drink

Additional Resources

- ▶ Maneuvering Through Your Grocery Store
- ▶ Grocery Store Treasure Hunt
- ▶ Grocery Store Treasure Hunt Answers

TAKE HOME ACTION PLAN



NUTRITION

- ▶ Try using some of the shopping strategies discussed today
- ▶ Plan ahead, shop specifically for what you need, and start with the perimeter of the store

STATUS



PHYSICAL ACTIVITY

- ▶ Consider changes you might want to make to your physical activity environment
- ▶ Try a new activity that may work better in your current environment, such as kick-boxing, yoga, or circuit training



MINDSET

- ▶ What have you done, or should you continue to do, in order to modify your environments to support healthy behaviors?

Post-Session Follow-Up

- ▶ Take Home Action Plan



SESSION SNAPSHOT

STRESS MANAGEMENT AND RELAXATION

OBJECTIVE

- ▷ One of the six in-person group sessions that may be attended in any order based on availability of offerings and your ability to attend
- ▷ Learn how stress and lack of sleep impact your weight
- ▷ Discuss the body's response to stress
- ▷ Explore stress management strategies
- ▷ Examine relaxation techniques
- ▷ Recognize patterns of stress and stress response in your life
- ▷ Identify ways of being proactive instead of reactive in response to stress

In-Class Handouts

- ▷ Diaphragmatic Breathing
- ▷ Just the Facts: Life Stress
- ▷ Indicators of Overstress
- ▷ Food and Your Mood
- ▷ Tips for Better Sleep
- ▷ Stress Navigation Plan for Weight Loss

Additional Resources

- ▷ Success Over Stress

TAKE HOME ACTION PLAN

STATUS



NUTRITION

- ▷ Track successful coping strategies you practice in place of eating or drinking



PHYSICAL ACTIVITY

- ▷ Add an exercise or activity for balance or flexibility, such as yoga or a mediation class



MINDSET

- ▷ Practice a relaxation technique at least twice a week

Post-Session Follow-Up

- ▷ Take Home Action Plan



GET READY. GET FIT. GET HEALTHY.

SESSION SNAPSHOT

PREPARING FOR THE FUTURE

OBJECTIVE

- ▶ Self-paced online session to be completed after attending all six in-person group sessions
- ▶ Review skills to maintain weight loss goals and behavior change for six months and beyond
- ▶ Reaffirm commitment to living a healthier lifestyle
- ▶ Re-evaluate your SMART goals and adjust as needed

In-Class Handouts

- ▶ Preparing for the Future

TAKE HOME ACTION PLAN



NUTRITION

- ▶ Continue tracking and choosing healthy food options
- ▶ Be mindful of your cravings and triggers and stick with your plan for addressing them

STATUS



PHYSICAL ACTIVITY

- ▶ Continue with your new physical activity routine for at least 250 minutes of activity each week spread across four to six days
- ▶ Don't forget to keep your workouts fresh by trying new types of exercise



MINDSET

- ▶ What have you learned by attending the ShipShape Program that will help you stay on the path to a healthy weight?

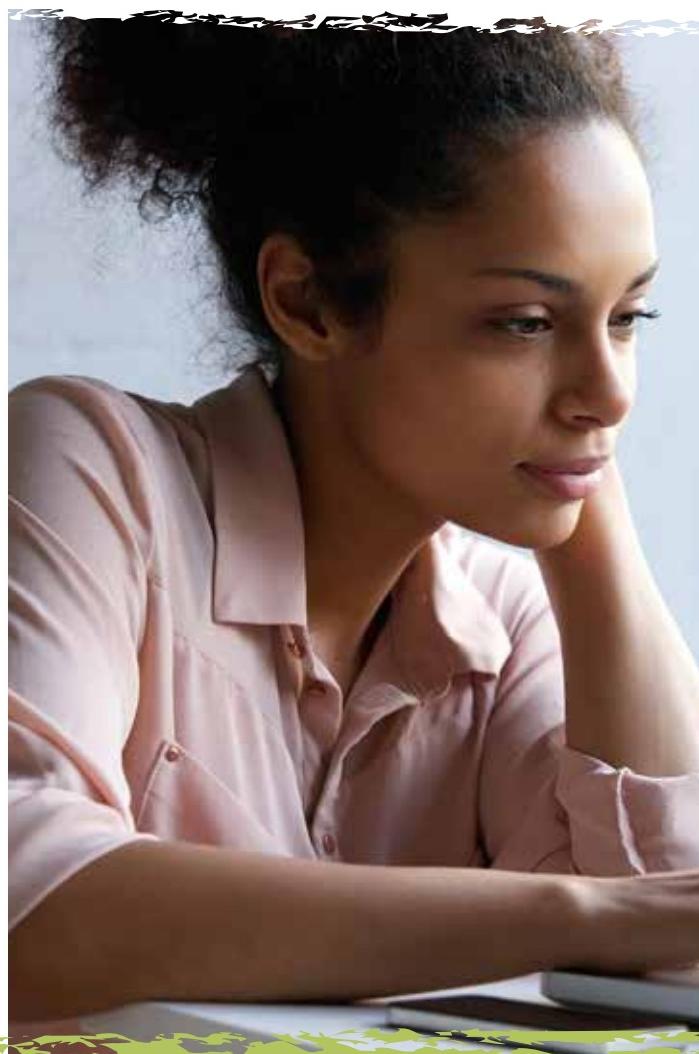
Post-Session Follow-Up

- ▶ Take Home Action Plan
- ▶ Preparing for the Future



POST-SESSION FOLLOW-UP OVERVIEW

Post-session follow-up is self-guided, which means that participants are responsible for proactively reaching out to the facilitator (via phone or email). To receive timely feedback and promptly address any questions or concerns, post-session follow-ups should take place before participants attend their next ShipShape Program session. All post-session follow-ups include a Take Home Action Plan, while some sessions also include related assignments.



POST-SESSION FOLLOW-UP GUIDANCE

A complete list of post-session follow-up items is included in each Session Snapshot. Below are instructions to help guide your post-session follow-up.

- Consult the appropriate Session Snapshot following each ShipShape Program session
- Identify the post-session follow-up items
 - Take Home Action Plan (all sessions)
 - Related assignments (some sessions)
- Complete the post-session follow-up items in a timely manner
- Reach out to the facilitator (via phone or email) to follow-up on the post-session follow-up items before you attend your next session
- During the follow-up, provide the facilitator with:
 - General update on your weight management goals
 - Status report on the Taken Home Action Plan
 - Review of the related assignments (when applicable)
 - Any questions or concerns you might have related to the material covered in that session or weight management overall



GET READY. GET FIT. GET HEALTHY.

POST-PROGRAM FOLLOW-UP OVERVIEW

Once participants complete all eight sessions, they enter the post-program follow-up phase which is self-guided. It is designed to help participants stay on track with their weight loss goals throughout the six months following program completion and beyond. Seven themes that were discussed during the ShipShape Program are highlighted during the post-program follow-up phase.

Stages and corresponding themes include:

- **One/Two Weeks:** Environments for Success
- **One Month:** Prescription for Success
- **Two Months:** Calculating Success
- **Three Months:** Barriers to Success
- **Four Months:** Tracking Success
- **Five Months:** Managing Stress Successfully
- **Six Months:** Tools for Success

POST-PROGRAM FOLLOW-UP GUIDANCE

To be successful in the post-program follow-up phase, participants need to take what they learned from the ShipShape Program and put it into practice. There are seven one-page documents to guide you through the follow-up phase. Each follow-up document features a different theme. The themes coincide with thoughts or experiences that you might have during various stages of the post-program follow-up period. The seven themes are not meant to limit interaction between you and the facilitator but are intended to help initiate the conversations. Below are instructions to help guide your post-program follow-up.

- Consult the appropriate post-program follow-up document
- Review the key messages
- Complete the nutrition, physical activity, and mindset activities which are similar to the Take Home Action Plans
- Check the reference section then review the ShipShape Program curriculum to refresh on a particular topic
- Reach out to the facilitator (via phone or email) during each of the post-program follow-up stages to:
 - Provide an update on your progress
 - Ask any weight management related questions
 - Seek the facilitator's guidance when needed
- Report your final weight (required) during the six month post-program follow-up



POST-PROGRAM FOLLOW-UP

ONE/TWO WEEKS

Environments for Success

You're in charge of your weight loss. That means you need to set yourself up for success. Start by putting yourself in situations that support your eating and exercise goals. Surround yourself with encouraging people. Get rid of the negative influences in your life, so you don't resort back to old habits. Here are a few reminders:

KEY MESSAGES

- Have a plan for grocery shopping, meal preparation, and eating out so you stay on track.
 - Make a grocery list and stick to it to minimize impulse purchases
 - Remember to shop the perimeter of the grocery store to find fresh, unprocessed foods
 - Choose meals and cooking methods based on the amount of time you have
 - Skip the appetizer, order salad dressing on the side, and avoid heavy sauces, creams, and fried foods when dining out
 - Choose calorie free beverages, preferably water
- Do a physical activity that you like. You're more likely to stick to a workout routine that leaves you feeling good.
 - Aim for 60 minutes of exercise four to six days a week
- Maximize the number of supportive people in your life and minimize the number of unsupportive ones.
 - Support can come from anyone: family, friends, or co-workers



ACTIVITIES

NUTRITION

Each week, make a grocery list. Are the majority (80%) of the items on your list located on the perimeter of the store?

PERIMETER

INTERIOR



PHYSICAL ACTIVITY

What's your favorite activity and how can you incorporate it into your workout routine?



MINDSET

List all the supportive people in your life.

ShipShape Program Reference:

Creating Supportive Environments and Preparing for the Future



GET READY. GET FIT. GET HEALTHY.

POST-PROGRAM FOLLOW-UP

ONE MONTH

Prescription for Success

You made it to the one month mark. Good work! Keep a positive attitude and stay focused on your goals. You already know the best practices for losing weight and keeping it off: weigh yourself weekly, follow the nutrition rules, and get plenty of exercise. Stick with them. Here are a few reminders:

KEY MESSAGES

- Weigh yourself to measure your progress.
 - Be consistent, but don't be consumed with the scale. The number you see should not make or break your day, but merely keep you mindful of your progress.
 - Weigh yourself once a week, not daily
 - Weigh yourself in the morning and use the same scale
- Forget about "dieting." Living a healthy lifestyle is about following these nutrition rules:
 - Come back to earth
 - Eat a rainbow often
 - The less legs the better
 - Eat healthy fats
 - Eat breakfast every day
 - Three for three
 - Stay hydrated
 - Don't waste your workout
 - Supplement wisely
 - Sleep
- Get 250 minutes or more of moderate intensity exercise every week.
 - Aerobic activity + strength training = weight loss and maintenance
 - Balance + flexibility = range of motion and injury prevention
 - Include a combination of activities to get the most out of your routine

ACTIVITIES

NUTRITION

At dinner tonight, compare the size of your palm and your serving of protein. Are they the same?



PHYSICAL ACTIVITY

Take advantage of walking extra steps this week by parking further away from your office or worksite than you usually do.



MINDSET

Take five minutes to reflect on the benefits of living a healthy lifestyle.



ShipShape Program Reference:

Steps to Success, Fueling Your Body and Brain, Power Up! Physical Activity, and Preparing for the Future



POST-PROGRAM FOLLOW-UP

TWO MONTHS

Calculating Success

Food is fuel for the body. Most people know that. But in the ShipShape Program, you learned the specific types and amounts of food needed to fuel your body right. To get the biggest bang for your buck, continue to choose nutrient-dense foods. To get the right balance of nutrients, continue to calculate your nutritional needs. Here are a few reminders:

KEY MESSAGES

- ▶ Calculate your calorie needs.
 - Multiply your goal weight by 10 to find your estimated calorie needs
 - Or use this online tool: <http://www.calculator.net/calorie-calculator.html>
- ▶ Balance these nutrients to meet your body's needs
- ▶ **Carbohydrates:** Deliver energy to your brain and muscles.
 - Aim for 45-65% of daily calories
- ▶ **Protein:** Repairs tissue, preserves muscle, and strengthens your immune system
 - Aim for 10-35% of daily calories
 - Get 0.36g of protein per pound of body weight (sedentary)
 - Get 0.54g of protein per pound of body weight (light/moderate activity)
- ▶ **Fat:** Provides energy and curbs hunger
 - Aim for 20-35% of daily calories
- ▶ **Fiber:** Aids digestion and makes you feel full
 - Aim for 25g of fiber per day for women
 - Aim for 38g of fiber per day for men
- ▶ **Fluid:** Maintains hydration and replaces your body fluids
 - Divide your weight in pounds by two to get ounces of fluids per day
 - Then, divide ounces of fluids by eight to get cups of fluids per day
 - Remember: you may need more fluids if you are in an environment with extreme temperatures and/or exercising or engaging in physical labor

ACTIVITIES



NUTRITION

Calculate your fluid needs. Are you drinking enough fluids every day?



PHYSICAL ACTIVITY

The harder you exercise the more protein you need. Have an eight ounce glass of fat-free milk after a tough work out. This provides fluid, protein, and carbohydrate.



MINDSET

Before you grab a snack, stop and think about how it will make you feel. Choosing high fiber snacks, like whole grain crackers, will make you feel full longer.

ShipShape Program Reference:

Steps to Success, Fueling Your Body and Brain, and Weight Loss Tracking and Trends



GET READY. GET FIT. GET HEALTHY.

POST-PROGRAM FOLLOW-UP

THREE MONTHS

Barriers to Success

You've come a long way. You're half way through the post-program follow-up phase. With this progress report, you should see your hard work paying off. Keep it up! You may also experience some setbacks. That's to be expected. Don't let those obstacles stand in your way. You know what they are, and you know how to get around them. Here are a few reminders:

KEY MESSAGES

- Ever get a serious urge for something salty or sweet just because you're happy, sad, or even bored? Then you know something about cravings and triggers. Here's how to beat them:
 - **Four A's:** Avoid, alter, adapt, and accept
 - **Four Ds:** Distract, delay, discuss, and drink water
- Ever think "I don't care if I'm overweight" or "I can't lose weight?" Negative self-talk is harmful. Here's how to beat it:
 - Tell yourself "I deserve to be healthy" or "I can lose weight"
 - Switch things around and reframe your thoughts



ACTIVITIES

NUTRITION

What healthy food can you have as an alternative to something you crave? Make sure to have a supply on hand.



PHYSICAL ACTIVITY

Name an activity such as sit-ups or jumping jacks that you can do to distract yourself from triggers and do it when you feel a craving coming on.



MINDSET

Write down something positive about yourself and read it the next time you use negative self-talk.

ShipShape Program Reference:

Psychology of Weight Management and Preparing for the Future



POST-PROGRAM FOLLOW-UP

FOUR MONTHS

Tracking Success

You've been weighing yourself weekly for months now and it's given you a clear measure of your progress. But are you still tracking your food intake and physical activity? What about your mindset? Now is not the time to ease up. Stay engaged. Use the trackers to help you figure out what changes need to be made to lose or maintain your weight. Here are a few reminders:

KEY MESSAGES

- Use one of these weekly food and physical activity trackers:
 - Weekly Food & Activity Diary
 - **SuperTracker**
 - Mobile app
- Keep track of your mood as you make adjustments to your eating or exercise routine.
 - Keep a diary
 - **T2 Mood Tracker** – mobile app



ACTIVITIES

NUTRITION

How many calories did you consume yesterday, and how does that number compare to your daily goal? If needed, what adjustments can you make?

CALORIES CONSUMED _____ GOAL _____

ADJUSTMENTS



PHYSICAL ACTIVITY

How many minutes of exercise did you get last week? If you didn't get 250 minutes or more, what are some ways you can add more activity into your routine?

MINUTES OF EXERCISE _____ GOAL _____

ADJUSTMENTS



MINDSET

What motivates you to keep on track with your weight loss? Make a list and refer to it at least once a day.

ShipShape Program Reference:

Steps to Success and Weight Loss Tracking and Trends



GET READY. GET FIT. GET HEALTHY.

POST-PROGRAM FOLLOW-UP

FIVE MONTHS

Managing Stress Successfully

Change can be stressful. You know all about change. You completed the ShipShape Program. You learned new ways of eating, exercising, and thinking. And you put those skills to work in your everyday life. Soon, you will experience another change when the post-program follow-up phase of the ShipShape Program comes to an end. It's OK to feel anxious. But remember, you know how to manage stress. You've been doing it successfully since you started making lifestyle changes. Here are a few reminders:

KEY MESSAGES

- ▷ Eat healthy
 - Eat at regular times and don't skip meals
 - Limit caffeine and alcohol
 - Drink more water
- ▷ Keep moving
 - Burn calories to lose weight and improve sleep
- ▷ Relax
 - Deep breathing or relaxation
 - Guided imagery
 - Massage
 - Meditation and mindfulness
 - Progressive Muscle Relaxation (PMR)
 - Yoga
- ▷ Get enough sleep
 - Seven to eight hours a night

ACTIVITIES



NUTRITION

Get seven to eight hours of sleep a night for an entire week. How does being fully rested impact your food choices?



PHYSICAL ACTIVITY

When you are watching TV tonight, skip the mindless eating during the commercials and do a set of push-ups or jog in place instead.



MINDSET

Which technique helps you quiet your mind or relax your body? Remember that the next time you feel anxious.

ShipShape Program Reference:
Stress Management and Relaxation



POST-PROGRAM FOLLOW-UP

SIX MONTHS

Tools for Success

You did it again! You reached another milestone. Six months ago you finished the ShipShape Program. Today, you realize just how far you've come. Whether you've reached your weight loss goal, or you still have some to go, you've accomplished a lot. You made major lifestyle changes. You identified barriers and found ways around them. You have what it takes to succeed. Here are a few reminders:

KEY MESSAGES

- ▶ Continue to set SMART goals
 - Specific
 - Measureable
 - Action-oriented
 - Realistic
 - Time-oriented
- ▶ Stay motivated
 - Focus on the positive, forget the negative
- ▶ Use what you've learned
 - Knowledge and resources are power

ACTIVITIES



NUTRITION

It's always good to re-examine your goals. Take the time to look over your nutrition goals. Are you meeting your needs?



PHYSICAL ACTIVITY

What gets you up and moving when you don't feel like working out? Find something that represents your motivation, a picture or a song, and refer back to it often to maintain your focus.



MINDSET

Think about the steps that you need to take to let go of a negative person or thought that is holding you back.



REQUIRED WEIGH-IN

Report your final weight to your ShipShape Program Facilitator.

ShipShape Program Reference:

Steps to Success, Psychology of Weight Management, and Preparing for the Future



GET READY. GET FIT. GET HEALTHY.



SUCCESS IS YOUR REALITY

This is not the end of the ShipShape Program. It's the beginning of your new life. The lifestyle changes that you made over the last few months have made your current weight loss a reality. Stick with it! Use the resources and tools you learned about in the ShipShape Program every day. Continue to track your food intake, physical activity, and mindset to keep you focused and engaged in your new lifestyle. Re-examine your goals often and adjust them to meet your changing needs. Remember, setbacks are to be expected. They are temporary and manageable, as long as you are committed to achieving and maintaining a healthy weight for life.

"Your goals, minus your doubts, equal your reality."

Ralph Marston



NOTES





NAVY AND MARINE CORPS PUBLIC HEALTH CENTER
PREVENTION AND PROTECTION START HERE

**Health Promotion and Wellness Department
ShipShape Program Participant Study Guide**

620 John Paul Jones Circle, Suite 1100
Portsmouth, VA 23708-2103

www.nmcphc.med.navy.mil
HPW-000188